

# Acronymns and Definitions

## Child & Adult Care Food Program: Manual Acronyms

---

The Child and Adult Care Food Program use the following acronyms:

<b>ADA</b>	Americans with Disabilities Act
<b>CACFP</b>	Child and Adult Care Food Program
<b>CFR</b>	Code of Federal Regulations
<b>CIL</b>	Cash-in-Lieu of commodities (USDA Foods).
<b>CA</b>	Corrective Action
<b>CAP</b>	Correction Action Plan
<b>CN</b>	Child Nutrition
<b>CNP</b>	Child Nutrition Programs
<b>DCH</b>	Day Care Home
<b>FDPIR</b>	Food Distribution Program on Indian Reservations
<b>FNS</b>	Food and Nutrition Services of the Department
<b>FNSRO</b>	Food and Nutrition Service Regional Office
<b>FSMC</b>	Food Service Management Company
<b>FTE</b>	Full-Time Equivalent
<b>FY</b>	Fiscal Year
<b>IC</b>	Independent Center
<b>IFB</b>	Invitation for Bid

<b>IEF</b>	Income Eligibility Form
<b>IRS</b>	Internal Revenue Service
<b>NSLP</b>	National School Lunch Program
<b>NDL</b>	National Disqualified List
<b>OVS</b>	Offer Versus Serve
<b>OIG</b>	Office of the Inspector General of the Department
<b>OMB</b>	Office of Management and Budget
<b>SA</b>	State Agency
<b>SBP</b>	School Breakfast Program
<b>SFSP</b>	Summer Food Service Program
<b>SFA</b>	School Food Authority
<b>SDE</b>	Idaho State Department of Education
<b>SNAP</b>	Supplemental Nutrition Assistance Program
<b>SO</b>	Sponsoring Organization
<b>SOC</b>	Sponsoring Organization of Centers
<b>SODCH</b>	Sponsoring Organization of Day Care Homes
<b>SSI</b>	Social Security Income
<b>TA</b>	Technical Assistance
<b>TANF</b>	Temporary Assistance to Needy Families
<b>TAFI</b>	Temporary Assistance for Families in Idaho
<b>USDA</b>	United State Department of Agriculture
<b>U.S. GAAP</b>	Generally Accepted Accounting Principles in the United States of America
<b>VCA</b>	Viability, Capability, Accountability
<b>WIC</b>	Women, Infants and Children
<b>WRO</b>	Western Regional Office

# Child & Adult Care Food Program:

## Manual Definitions

---

### Administrative Costs

Costs incurred by an Institution related to planning, organizing, and managing a food service under CACFP, and allowed by the State agency financial management instruction. These administrative costs may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing-related expenses of such homes.

### Administrative Review

The fair hearing provided upon request to:

- (a) An Institution that has been given notice by the State agency of any action or proposed action that will affect their participation or reimbursement under CACFP, in accordance with 7 CFR 226.6(k);
- (b) A principal or individual responsible for an Institution's serious deficiency after the responsible principal or responsible individual has been given a notice of intent to disqualify them from the Program; and
- (c) A day care home or sponsored unaffiliated center in Idaho that has been given a notice of proposed termination for cause.

### Administrative Review Official

The independent and impartial official who conducts the administrative review held in accordance with 7 CFR 226.6(k).

### Adult

For the purposes of the collection of social security numbers as a condition of eligibility for free or reduced-price meals, refers to any individual 21 years of age or older.

### Adult Day Care Center

Any public or private nonprofit organization or any for-profit center (as defined in this section) which

- A. is licensed or approved by Federal, State or local authorities to provide nonresidential adult day care services to functionally impaired adults (as defined in this section) or persons 60 years of age or older in a group setting outside their homes or a group living arrangement on a less than 24-hour basis; and
- B. provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

### Adult Day Care Facility

A licensed or approved adult day care center under the auspices of a sponsoring organization.

### Adult Participant

A person enrolled in an adult day care center who is functionally impaired (as defined in this section) or 60 years of age or older.

### Affiliated Center

A center that is a legal unit of the sponsoring organization.

### Allowable Costs

Costs that occur during the routine operation of CACFP for which CACFP funds may be used.

### At-Risk Afterschool Care Center

A public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an Institution or as a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area. However, an Emergency shelter, as defined in this section, may participate as an at-risk afterschool care center without regard to location.

### At-Risk Afterschool Meal

A meal that meets the requirements described in the Menus and Meal Pattern section of this manual or in 7CFR 226.20(b)(6) and/or (c)(1), (c)(2), or (c)(3), that is reimbursed at the appropriate free rate and is served by an At-risk afterschool care center.

### At-Risk Afterschool Snack

A snack that meets the requirements described in the Menus and Meal Pattern section of this manual or in 7CFR 226.20(b)(6) and/or (c)(4) that is reimbursed at the free rate for snacks and is served by an At-risk afterschool care center.

### Appeal

Request for an administrative review of an official determination made by a lower authority, to a higher authority or unbiased third party. Institutions or facilities may appeal any adverse administrative action and/or decision made by the State Agency or the Sponsoring Organization affecting their program payment or their participation in CACFP.

### Application

Packet in MyIdahoCNP an Institution must complete and submit to SDE before beginning operation in CACFP. The application is made through a formal process requiring SDE training of the Institution's key staff. Financial records are required for all new applicants not currently operating in a Child Nutrition Program. Financial record submission is the first step in the process. See the Application and Annual Updates section of this manual for additional information.

### Application Process

Steps a potential Institution must take to become a CACFP Institution. Idaho's process is located in the Application and Annual Updates section of this manual.

## Attendance

Refers to participants who are in care at an Institution's site on any given day the site was in operation. Attendance records are required and are utilized to support monthly claims for reimbursement.

## Audit

A procedure that a professional accounting firm is hired to assess financial operations. An Institution is required to submit an audit to SDE when they expend \$500,000 or more in Federal funds yearly, or as requested.

## Authorized Representative

The person with authority to enter into a legal agreement or contract on behalf of the Institution.

## Capacity

Refers to the maximum number of participants who may legally be in care at a site.

## CACFP Child Care Standards

The Child and Adult Care Food Program child care standards developed by the Department (USDA) for alternate approval of child care centers, and day care homes by the State agency when licensing is not available. Provisions are under 7CFR 226.6(d) (3) and (4). Licensing is currently available throughout the State of Idaho.

## Center

A child care center, at-risk afterschool care center, an adult day care center, an emergency shelter, or an outside-school-hours care center.

## Child Care Center

Any public or private nonprofit Institution or facility (except day care homes), or any for-profit center, as defined in this section, that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of pre-school age, including but not limited to day care centers, settlement houses, neighborhood centers, Head Start centers and organizations providing day care services for children with disabilities. Child care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization.

## Child Care Facility

A licensed or approved child care center, at-risk afterschool care center, day care home, emergency shelter, or outside-school-hours care center under the auspices of a sponsoring organization.

## Children

CACFP defines children as:

- Persons age 12 and under;
- Persons age 15 and under who are children of migrant workers;
- Persons with disabilities as defined in this section;
- For emergency shelters, persons age 18 and under; and
- For at-risk afterschool care centers, persons age 18 and under at the start of the school year.

### CIL: Cash-in-Lieu of Commodities (USDA Foods)

Idaho has elected to pay CACFP Institutions CIL for reimbursable lunches and suppers actually served in each claiming month.

### Civil Rights Compliance

How an Institution demonstrates to the public and to SDE that it does not discriminate on the basis of protected classes and meets the CACFP Civil Rights requirements.

### Claiming Percentage

The ratio of the number of enrolled participants in an Institution or sponsored facility in each reimbursement category (free, reduced-price or paid) to the total of enrolled participants in the Institution or sponsored facility. In the case of an outside-school-hours care center that is not required to collect enrollment forms from each participating child, a claiming percentage is the ratio of the number of children in each reimbursement category (free, reduced-price or paid) to the total number of children participating in the program in that center.

### Claim

The request for reimbursement for qualifying meals and snacks served to participants in the CACFP. Claims are submitted monthly by the Institution online in MyIdahoCNP. Claims determine the total CACFP reimbursement.

### Claim Month

The full calendar month for which the Institution is claiming reimbursement for meals and snacks.

### Combination Food

A menu item that contains foods from more than one meal pattern component group.

### Component

Food grouped in a certain category according to the CACFP regulations. There are four types of components:

- Milk component,
- Meat/ Meat Alternate component,
- Vegetable/Fruit component, and
- Breads/ Grains component.

### Coordinator

Short for Child Nutrition Program Coordinator, the term refers to SDE professionals that administer and/or monitor CACFP in Idaho.

### CA: Corrective Action

A series of steps taken to correct a weakness or error in a management system in order to conform to the rules and regulations for the proper administration of CACFP. Corrective actions are the result of a management evaluation review performed by the State agency in charge of the administration of CACFP.

### CAP: Corrective Action Plan

A plan Institutions or sponsored facilities develop to fully and permanently correct a serious deficiency determination.

## Creditable Foods

Foods that may be counted toward meeting the requirements for a reimbursable meal in each of the four types of meal pattern components.

## Current Income

Income received during the month prior to completing the income eligibility form for free and reduced priced meals. If such income does not accurately reflect the household's annual income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

## DCH: Day Care Home

An organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family or group day care home and under the auspices of a sponsoring organization.

## Days

Calendar days unless otherwise specified.

## Department

The United States Department of Agriculture.

## Depreciation

The expense associated with the use of nonexpendable equipment, vehicles and facilities owned by the Institution. Depreciation does not result in a reduction in the cash balance of an Institution. Depreciation allows the recapture of Program funds for equipment purchases over the life of the asset instead of when the equipment is purchased for assets in excess of \$5,000.

## Desk Review

Review activity performed by staff while not on-site – examples include review of printed files, electronic media, etc. The entire Institution or facility review cannot be accomplished via desk review.

## Direct Certification

Involves matching participant enrollment records against SNAP or TAFI records from the most current available data. To help each CNP Sponsor in this task, the Idaho State Department of Education, Child Nutrition Programs and Information Technology (IT) developed the online system called Direct Certification. Sponsors may make single child matches or group matches in the system to directly certify participants who receive SNAP and TAFI benefits or foster children. Participants directly certified categorically qualify in the Free eligibility category for meal reimbursement. Direct Certification must occur annually and documentation of the matches must be maintained to support the participant's eligibility. If a participant is matched in the Direct Certification system the participant's family is not required to complete an Income Eligibility Form (IEF).

## Direct Cost

Costs that can be identified to a Program and/or funding source and must be charged directly to that Program.

## Disability

The Americans With Disabilities Act (ADA) of 1990, including ADA Amendments Act of 2008 (P.L. 110-325), defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, communicating, etc. A major life activity also includes the operation of a major bodily function, including, but not limited, to functions of the immune system, digestive system, bowel, bladder neurological system, etc.

## Disclosure

To reveal or use individual children's program eligibility information obtained through the free and reduced price meal eligibility process for a purpose other than for the purpose for which the information was obtained. The term refers to access, release, or transfer of personal data about children by means of print, tape, microfilm, microfiche, electronic communication or any other means.

## Disqualified

The status of an Institution or sponsored unaffiliated center, a responsible principal or responsible individual, or a day care home that is ineligible for participation.

## Documentation

- A. The completion of the following information on an income eligibility form:
  - Names of all household members;
  - Income received by each household member, identified by source of income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security and other cash income);
  - The signature of an adult household member; and
  - The last four digits of the social security number of the adult household member who signs the application, or an indication that he/ she does not possess a social security number; or
- B. For a child who is a member of a SNAP or FDPIR household or who is a TANF (TAFI in Idaho) recipient, "documentation" means the completion of only the following information on an income eligibility form:
  - The name(s) and appropriate SNAP, FDPIR or TANF (TAFI in Idaho) case number(s) for the child(ren); and
  - The signature of an adult member of the household; or
- C. For a child in a tier II day care home who is a member of a household participating in a Federally or State supported child care or other benefit program with an income eligibility limit that does not exceed the eligibility standard for free or reduced price meals: (In Idaho a qualifying program is ICCP)
  - Official document form ICCP the sponsoring organization or day care home possesses, that provides evidence of the household's participation in the qualifying program- ICCP; or
- D. For an adult participant who is a member of a SNAP or FDPIR household or is an SSI or Medicaid participant, as defined in this section, "documentation" means the completion of only the following information on an income eligibility form:
  - The name(s) and appropriate SNAP or FDPIR case number(s) for the participant(s) or the adult participant's SSI or Medicaid identification number, as defined in this section; and
  - The signature of an adult member of the household; or
- E. For a child who is a Head Start participant, the Head Start statement of income eligibility issued upon initial enrollment in the Head Start Program or, if such statement is unavailable, other documentation from Head Start officials that the child's family meets the Head Start Program's low-income criteria.

## Eligible Area

- A. For the purpose of determining the eligibility of at-risk afterschool care centers, the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals; or

- B. For the purpose of determining the tiering status of day care homes, the area served by an elementary, middle, high school in which at least 50 percent of the total number of children are certified eligible for free or reduced-price meals, or the area based on census data in which at least 50 percent of the children residing in the area are members of households that meet the income standards for free or reduced-price meals.

### Eligibility Category

The category determined for each enrolled participant: Free, Reduced-Price, or Paid. The eligibility categories of participants are used to calculate the Institution's or sponsored center claiming percentages.

### Emergency Shelter

A public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children, including a residential child care Institution (RCCI) that serves a distinct group of homeless children who are not enrolled in the RCCI's regular program.

### Enrolled Adult Participant

An individual registered with a center to receive day care. Any registered individual eligible for CACFP benefits (i.e., functionally impaired or 60 years of age or older) must be included in all enrollment counts for the purposes of determining CACFP eligibility and receipt of program reimbursement. "Drop-in: adults who eat meals at a center but are not registered to receive care at the center are not "enrolled." Volunteers, regardless of age, cannot be considered enrolled in the center for purposes of receiving CACFP reimbursement unless they are actually registered at the center with an individual plan of care and meet CACFP eligibility requirements.

### Enrolled Child

A child whose parent or guardian has submitted to an Institution or sponsored unaffiliated center a signed and dated document which indicates that the child is enrolled for child care. In addition, for the purposes of calculations made by sponsoring organizations of family day care homes in accordance with 7CFR 226.13(d)(3)(ii) and 226.13(d)(3)(iii), "enrolled child" (or "child in attendance") means a child whose parent or guardian has submitted a signed document which indicates that the child is enrolled for child care; who is present in the day care home for the purpose of child care; and who has eaten at least one meal during the claiming period. For at-risk afterschool care centers, outside-school-hours care centers, or emergency shelters, the term "enrolled child" or "enrolled participant" does not apply.

### Enrolled Participant

An "Enrolled child" or "Enrolled Adult participant" as defined above.

### Even Start

A Federally-funded family literacy program. For participants to be categorically eligible for Free meals based on their participation in Even Start, they must be enrolled in a school or Institution that is participating in the CACFP or another USDA Child Nutrition Program; enrolled as participants in a Federally-funded Even Start Family Literacy Program; and be at the prekindergarten level.

### Expansion Payments

Financial assistance made available to a sponsoring organization for its administrative expenses associated with expanding a food service program to day care homes located in low-income or rural areas. These expansion payments may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing related expenses of such homes.

## Facility

A sponsored center or a family day care home.

## Family

In the case of children , a group of related or non-related individuals, who are not residents of an Institution or boarding house, but who are living as one economic unit or, in the case of adult participants (Adult day care facility), the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant.

## Family Style Meal Service

A type of meal service that allows participants to serve themselves from common platters or bowls of food.

## FDPIR

Food Distribution Program on Indian Reservations is a Federal nutrition assistance program.

## FDPIR Household

Any individual or group of individuals which is currently certified to receive assistance as a household under the Food Distribution Program on Indian Reservations.

## Federal Regulations

The specific Federal regulations governing CACFP. The CACFP regulations are found in Title 7, part 226, of the CODE of Federal Regulations, also referred to as “7 CFR 226”. These regulations may be found on the SDE and USDA websites.

## Finding

Identification of noncompliance with CACFP regulations, FNS Instructions, policy memos or state policies. Each finding is associated with a required corrective action.

## Federal Fiscal Year

The 12 month period beginning October 1st of any year and ending with September 30th of the following year. The fiscal year is the same as the “program year.”

## Food Allergy

An adverse immune system response to a food that the body mistakenly believes is harmful.

## Food Intolerance

An adverse food-induced reaction that does not involve the body's immune system.

## Food Service Contract

The SDE prototype contract required to be used when an Institution (other than a School Food Authority purchasing meals from a food service management company) wants to purchase meals and/or meal delivery services in the operation of its CACFP. The contract must be signed annually between the Institution (purchaser) and the vendor (seller) and must be approved by SDE before meals provided through the contract are eligible for reimbursement.

## FSMC: Food Service Management Company

An organization other than a public or private nonprofit school, with which an Institution may contract for the preparation and, unless otherwise provided for, delivery of meals for use in CACFP. .

## For-Profit Center

A child care center, outside-school-hours care center, or adult day care center providing nonresidential care to adults or children that does not qualify for tax-exempt status under the Internal Revenue Code of 1986.

- For-profit centers serving adults must meet the definition of Adult day care center as defined in this section and, during the calendar month preceding initial application or reapplication, the center receives compensation from amounts granted to the States under title XIX (Medicaid) or title XX (Social Service Block Grant Program) and twenty-five percent of the adults enrolled in care are beneficiaries of title XIX, title XX, or a combination of titles XIX and XX of the Social Security Act.
- For-profit centers serving children must meet the definition of child care center or outside-school-hours care center as defined in this section and one of the following conditions during the calendar month preceding initial application or reapplication:

(Note: children who only participate in the at-risk afterschool snack and/or meal component of the Program must not be considered in determining the percentages below)

- Twenty-five percent of the children in care (enrolled or licensed capacity, whichever is less) are eligible for free or reduced-price meals; or
- Twenty-five percent of the children in care (enrolled or licensed capacity, whichever is less) receive benefits from title XX of the Social Security Act and the center receives compensation from amounts granted to the States under title XX.

## Foster Child

A child who is living in a household but who remains the legal responsibility of the court or a state agency.

## Free Meal

A meal served under the Program to a:

- participant from a family which meets the income standards for free school meals; or
- child who is automatically eligible for free meals by virtue of SNAP, FDPIR, or TANF reciprocity; or
- child who is a Head Start participant; or
- child who is receiving temporary housing and meal services from an approved emergency shelter; or
- child participating in an approved at-risk afterschool care program; or
- adult participant (Adult daycare facility) who is automatically eligible for free meals by virtue of SNAP or FDPIR reciprocity or is a SSI or Medicaid participant.

Regardless of whether the participant qualified for free meals by virtue of meeting one of the criteria above, neither the participant nor any member of their family shall be required to pay or to work in the food service program in order to receive a free meal.

## Functionally Impaired Adult

Chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

### Group Living Arrangement

Residential communities which may or may not be subsidized by Federal, State or local funds but which are private residences housing an individual or a group of individuals who are primarily responsible for their own care and who maintain a presence in the community but who may receive on-site monitoring.

### Grassroots Organization

Any organization at the local level which interacts directly with potential participants or beneficiaries, e.g. early intervention, health care, child care provider organization, school/college, migrant labor camps, social service agencies, community and cultural outreach, WIC, religious organizations, etc.

### Head Start Participant

A child currently receiving assistance under a Federally-funded Head Start Program who is categorically eligible for free meals in the CACFP by virtue of meeting Head Start's low-income criteria. Head Start programs operate in CACFP either as an Independent Center or as a Sponsoring Organization of Centers.

### Homemade Combination Food

A combination food assembled from multiple ingredients in a kitchen serving the Institution's site(s), whether the kitchen is operated by the Institution or operated by the vendor from whom the Institution is purchasing meals. All homemade combination foods must have a standardized recipe as defined in this section.

### Household

"Family," as previously defined.

### Household Contact

A contact made by a sponsoring organization or a State agency to an adult member of a household with a child in a family day care home or a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

### IC: Independent Center

A child care center, at-risk afterschool care center, emergency shelter, outside-school- hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

### Independent Governing Board of Directors

In the case of a nonprofit organization, or in the case of a for-profit Institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the Institution's executive director.

### ICCP: Idaho Child Care Program

Provides child care assistance to low-income, working families by paying for a portion of child care. This program is for parents who work, attend school, or participate in approved activities to help prevent children from being placed in foster care. The program pays for part of the child care costs for eligible households, and parents also pay for a portion (called co-pay). The parent's share is based on the size of the family and the amount of their income. The Idaho Department of Health and Welfare also licenses child care providers and is working with community partners on a professional development system to improve child care services in Idaho.

## IEF: Income Eligibility Form

The official SDE forms Institutions or sponsored facilities use to determine participant eligibility of Free, Reduced Price and Paid. This form is updated by SDE annually and distributed with the new Federal income guidelines by July 1st. The IEF's are used to determine an Institution's or sponsored unaffiliated center's claiming percentages. The IEF is also used to verify a For-Profit Institution's or sponsored center's 25% eligibility.

## Income Standards

Also known as Income Guidelines, the family- size and income standards prescribed annually by the Secretary for determining eligibility for free and reduced- price meals.

## Income to the Program

Any funds used in an Institution's food service program, including, but not limited to all monies, other than Program payments, received from other Federal, State, intermediate, or local government sources; participant's payments for meals and food service fees; income from any food sales to adults; and other income, including cash donations or grants from organizations or individuals.

## Indirect Costs

Costs that have been incurred from common or joint objectives but cannot be readily identified or assigned to the food service, CACFP, other Institutions activities or a component (administrative versus operating) of the Program (FNS Instruction 796-2, Rev. 4 (Section VII)).

## Individual Plan of Care

Each person enrolled in the Adult Day Care program is evaluated to determine their health and emotional needs. Once those needs have been established, an individual plan of care is developed to meet the physical, emotional, and social needs of the participant. For CACFP purposes, participating centers need not have an individual plan of care for participating adults age 60 or older who are not impaired. They must, however, have a plan for each impaired participating adult.

## Infant

For purposes of the CACFP, from birth through the end of the infant's 11th month of age.

## Infant Cereal

Any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified infant formula prior to consumption.

## Infant Formula

Any iron-fortified formula intended for dietary use solely as a food for normal, healthy infants; excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems. Infant formula, as served, must be in liquid state at recommended dilution.

## Institutions

A sponsoring organization, child care center, at-risk afterschool care center, outside-school- hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

## Internal Controls

The policies, procedures, and organizational structure of an Institution designed to reasonably assure that:

- The Program achieves its intended result;
- Program resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and
- Timely and reliable Program information is obtained, maintained, reported, and used for decision-making.

## License Exempt

A center that is not required to be licensed. Example: At-Risk Afterschool Care Centers.

## Low-Income Area

A geographical area in which at least 50 percent of the children are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraphs (b) and (c), definition of tier I day care home.

## Management Plan

A plan completed by an Institution and submitted in MyIdahoCNP application packet when applying to operate in CACFP. The plan must demonstrate the Institution has internal controls in place and document they meet the required performance standards. State agencies use the management plan in the application process to determine if the Institution is viable, capable and accountable (VCA). Management plans must be updated annually by Institutions.

## Meal Count

A daily count of meals served to participants by meal type. All Institutions are required to maintain meal count records.

## Meals

Refers to Breakfast, Lunch or Supper food components which are served to enrolled participants at an Institution, child care facility or adult day care facility and which meets the nutritional requirements for the CACFP meal pattern requirements and are reimbursable. However, children participating in at-risk afterschool care centers, emergency shelters, or outside schools hours care centers do not have to be enrolled.

## Medicaid

Title XIX of the Social Security Act.

## Medicaid Participant

An adult participant who receives assistance under title XIX of the Social Security Act, the Grant to States for Medical Assistance Programs - Medicaid.

## Menus

A dated list of food, by meal type, served to CACFP participants.

## Milk

Pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk, except that, in the meal pattern for infants (0 to 1 year of age), milk means breast milk or iron-fortified infant formula. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and is consistent with State and local standards for such milk.

## Monthly Enrollment Eligibility Roster

A list of all participants enrolled in a center for the claiming month with each participant's eligibility status by category (free, reduced-priced, or paid). This tool is used to determine the Institutions or sponsored unaffiliated center's monthly claiming percentages.

## Multipurpose Institution

A new or participating Institution that receives funds from multiple funding sources i.e. other Federal Programs such as Head Start, State Programs, county or city Programs, or other Programs that meet the agency mission.

## Multi-Program Institution

A new or participating Institution that is a sponsoring organization and operates more than one element of the CACFP, for example a sponsoring organization of DCH's and of unaffiliated centers.

## MyIdahoCNP

SDE web-based database used for the Institution application packet and for reimbursement claims submission and processing.

## NDL: National Disqualified List

The list maintained by USDA, of Institutions, responsible principals and responsible individuals, and day care homes disqualified from participation in the Program.

## NSLP: National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care Institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946

## New Institution

An Institution applying to participate in the Program for the first time or an Institution applying to participate in the Program after a lapse in participation.

## Non-Pricing Program

An Institution, child care facility, or adult day care facility in which there is no separate identifiable charge made for meals served to participants.

## Nonprofit Food Service

All food service operations conducted by the Institution are principally for the benefit of enrolled participants, and all of the CACFP reimbursement funds are used solely for the operations or improvement of such food service.

## Nonresidential

The same participants are not maintained in care for more than 24 hours on a regular basis.

## Notice

A letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a State agency or FNS with regard to an Institution's CACFP reimbursement or participation. Notice also means a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a sponsoring organization with regard to a day care home's participation. The notice must specify the action being proposed or taken and the basis for the action, and is considered to be received by the Institution or day care home when it is delivered, sent by facsimile, or sent by email. If the notice is undeliverable, it is considered to be received by the Institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee's last known mailing address, facsimile number, or email address.

## OVS: Offer Versus Serve

Offer versus serve means participants are offered all of the components of the meal pattern, but are not required to take them all.

## On-Site Review

Activity performed at the Institution's and/or facility's central office or local office, or at the CACFP operating location.

## Operating Costs

Allowable expenses incurred by an Institution in serving meals to participants under the CACFP.

## Original Claim

The first monthly claim for reimbursement that an Institution submits to SDE for meals served to eligible participants. The "original claim" claim must be submitted within 60 days of the end of the claim month.

## Outside-School-Hours Care Center

A public or private nonprofit Institution or facility (except daycare homes), or a For-profit center as defined in this section, that is licensed to provide organized nonresidential child care services to children during hours outside of school. Outside school hours care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization.

## Participants

"Children" or "Adult Participants" as defined in this section.

## Performance Standards

The criteria established by CACFP regulations to document an Institution as financially viable, administratively capable of operating CACFP, and have internal controls in effect to ensure accountability.

## Personal Property

Property of any kind except real property. It may be tangible—having physical existence—or intangible—having no physical existence such as patents, inventions, and copyrights.

## Persons with Disabilities

Persons of any age who have one or more disabilities, as determined by the State of Idaho, and who are enrolled in an Institution or child care facility serving a majority of persons who are age 18 and under.

## Potential Beneficiaries

Also called “potential participants” — those persons who may be eligible to receive meals under the CACFP.

## Pre-Approval Visit

The site visit conducted by SDE to determine final approval for the Institution operating the CACFP at the site. “Pre-approval visit” also refers to the visit conducted by a multi-site Institution to their own site when they initially open a new site to ensure all CACFP requirements are met.

## Principals

Any individual who holds a management position within, or is an officer of, an Institution or a sponsored center, including all members of the Institution’s board of directors or the sponsored center’s board of directors.

## Program

The Child and Adult Care Food Program authorized by section 17 of the National School Lunch Act, as amended.

## Program Agreement

The program agreement governs the rights and responsibilities of each party.

- The State agency must require each Institution that has been approved for participation in CACFP to enter in to an agreement.
- Idaho has elected to enter into permanent agreements with Institutions. Institutions that participate in multiple child nutrition Programs enter into a single permanent agreement for all programs the Institution administers.
- The agreement is in effect contingent upon the availability of Program funds.
- The Program agreement provides that the Institution accepts final financial and administrative responsibility for management of a proper, efficient, and effective food service, and will comply with all regulation requirements. The agreement must state that the sponsor must comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the USDA regulations concerning nondiscrimination (parts 15,15a and 15b of this title), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program
- .The Program agreement must also notify the Institution of the right of the State agency, USDA, and other State or Federal officials to make announced or unannounced reviews of their operations during the Institution’s normal hours of child or adult care operations . Anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.
- Program agreements may be terminated by either party due to convenience or by the State agency due to cause.
- Sponsoring organizations of day care homes or unaffiliated centers must have a permanent agreement with their sponsored facilities. See the Application and Annual Updates section of this manual for additional information on Program Agreements

## Program Payments

Financial assistance in the form of start-up payments, expansion payments, or reimbursement paid or payable to Institutions for operating costs and administrative costs.

## Program Year

October 1 through September 30, same as the Federal fiscal year.

## Provider

An individual who is licensed or approved to provide child care, who enters into an agreement with a sponsoring organization of day care homes.

## Racial/Ethnic Beneficiary Data

Data collected by Institutions to demonstrate the racial ethnic composition of their group of participants and for the community in which their program is located.

## Reduced-Price Meal

A meal served under CACFP to a participant from a family that meets the income standards for reduced-price school meals. All facilities in Idaho are non-pricing therefore no separate identifiable charge may be imposed for meals or snacks served to participants. In addition, neither the participant nor any member of their family may be required to work in the food service program for a reduced-price meal.

## Reimbursement

Federal financial assistance paid or payable to Institutions for CACFP costs within the meal or snack rates assigned by the State agency. The reimbursement payment is made by SDE after qualifying meals and snacks are served and a valid claim is submitted by the Institution.

## Renewing Institution

An Institution that is participating in CACFP at the time it submits an updated application in MyIdahoCNP for state agency approval. Institutions are required to update their applications annually and any time pertinent information changes. Example: Contact information, meal times or meal services offered, license information, budget amendments etc.

## Responsible Principal or Responsible Individual

- A principal, whether compensated or uncompensated, who the State agency or FNS determines to be responsible for an Institution's serious deficiency;
- Any other individual employed by, or under contract with, an Institution or sponsored center, who the State agency or FNS determines to be responsible for an Institution's serious deficiency; or
- An uncompensated individual who the State agency or FNS determines to be responsible for an Institution's serious deficiency.

## Review

The process by which SDE staff visits an Institution to evaluate compliance with all Federal and state CACFP regulations.

## Review Closure Letter

A written report submitted by SDE to the Institution that describes the results of an administrative review.

### Revised Claim

Reimbursement claim that has been changed within the approved timeframe to reflect corrected data for a specific claim month.

### Rural Area

Any geographical area in a county which is not a part of a Metropolitan Statistical Area or any “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO concurrence, is determined to be geographically isolated from urban areas.

### SBP: School Breakfast Program

The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential childcare Institutions.

### SFSP: Summer Food Service Program

The Summer Food Service Program provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow, throughout the summer months when they are out of school.

### SFA: School Food Authority

The legal governing body responsible for the administration of one or more schools with the legal authority to operate the National School Lunch Program therein and which has the legal authority to enter into an agreement to operate Child Nutrition Programs.

### School Year

A period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

### Seriously Deficient

The status of an Institution, unaffiliated center or a day care home that has been determined to be non-compliant in one or more aspects of its operation of CACFP.

### Serving Size

The weight, measure, or amount of a food component required to serve one person. The serving size will vary depending on the age of the participant, the component, and the type of meal.

### Snack

A meal supplement that meets the meal pattern requirements specified in 7 CFR 226.20(b) (6) or (c) (4) and in the Meal Pattern section of this manual.

### SNAP: Supplemental Nutrition Assistance Program

Formally known as the Food Stamp Program, this program offers nutrition assistance to eligible, low-income individuals and families.

## SNAP Household

Any individual or group of individuals who are currently certified to receive assistance as a household from SNAP, the Supplemental Nutrition Assistance Program.

## Sponsor

A public or private nonprofit or for-profit organization, that is approved to operate a Child Nutrition Program as defined in 7 CFR 215, 225, and 226.

## SO: Sponsoring Organization

A public or nonprofit private organization that is entirely responsible for the administration of CACFP in:

- One or more day care homes;
- A child care center, emergency shelter, at-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization;
- Two or more child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or
- Any combination of child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care centers, adult day care centers, and day care homes. The term “sponsoring organization” also includes an organization that is entirely responsible for administration of CACFP in any combination of two or more child care centers, at-risk afterschool care centers, adult day care centers or outside-school-hours care centers, which meet the definition of For-profit center in this section and are part of the same legal entity as the sponsoring organization.

## SSI Participant

An adult participant who receives assistance under title XVI of the Social Security Act, the Supplemental Security Income (SSI) for the Aged, Blind and Disabled Program.

## Standardized Recipe

A recipe that has been tried, adapted and retried several times for use by a given food service operation and has been proven to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients. A standardized recipe lists the total yield, the number of servings and the size of each serving.

## Start-Up Payments

Financial assistance made available to a sponsoring organization for its administrative expenses associated with developing or expanding a food service program in day care homes and initiating successful Program operations. These start-up payments may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing-related expenses of such homes.

## State

Any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.

## SA: State Agency

The State educational agency or any other State agency that has been designated by the Governor or other appropriate executive, or by the legislative authority of the State, and has been approved by USDA to administer CACFP within the State. In Idaho, the State agency is Idaho State Department of Education / Child Nutrition Programs (SDE/CNP). Throughout the manual the State agency will be referred to as SDE.

## Suspended

The status of an Institution or day care home that is temporarily ineligible for participation (including Program payments).

## Suspension Review

The review provided, upon the Institution's request, to an Institution that has been given a notice of intent to suspend participation (including Program payments), based on a determination that the Institution has knowingly submitted a false or fraudulent claim.

## Suspension Review Official

The independent and impartial official who conducts the suspension review.

## TANF: Temporary Assistance for Needy Families

Participants from households receiving TANF categorically qualify in the Free eligibility category for meal reimbursement.

## TANF Recipient

An individual or household receiving assistance (as defined in 45 CFR 260.31) under a State administered Temporary Assistance to Needy Families program. In Idaho the program is TAFI.

## TAFI: Temporary Assistance for Families in Idaho

Participants from households receiving TAFI categorically qualify in the Free eligibility category for meal reimbursement.

## TA: Technical Assistance

Guidance and support to Institutions either verbal or in writing from SDE coordinators to achieve regulatory compliance and Program improvement.

## Termination For Cause

The termination of a day care home's Program agreement by the sponsoring organization due to the day care home's violation of the agreement. A state agency may terminate an Institution's agreement for cause for violation of the agreement. Both must follow the termination for cause (serious deficiency) process.

## Termination For Convenience

Termination of a day care home's Program agreement by either the sponsoring organization or the day care home, due to considerations unrelated to either party's performance of Program responsibilities under the agreement.

## Tier I Day Care Home

- A day care home that is operated by a provider whose household meets the income standards for free or reduced-price meals, as determined by the sponsoring organization based on a completed income eligibility form, and whose income is verified by the sponsoring organization of the home in accordance with 7 CFR 226.23(h)(6);
- A day care home that is located in an area served by a school enrolling elementary students in which at least 50 percent of the total number of children enrolled are certified eligible to receive free or reduced price meals; or

- A day care home that is located in a geographic area, as defined by FNS based on census data, in which at least 50 percent of the children residing in the area are members of households which meet the income standards for free or reduced price meals.

### Tier II Day Care Home

A day care home that does not meet the criteria for a Tier I day care home. Tier II rates of reimbursement are lower than Tier I,

### Tier II Mixed Home

A licensed or approved DCH in which all or some of the children in care are certified eligible for free or reduced price meals.

### Title XVI

Title XVI of the Social Security Act which authorizes the Supplemental Security Income for the Aged, Blind, and Disabled Program— SSI.

### Title XIX

Title XIX of the Social Security Act which authorizes the Grants to States for Medical Assistance Programs— Medicaid.

### Title XX

Title XX of the Social Security Act. (Social Service Block Grant Program)

### Unaffiliated Center

Centers that are not a legal unit of the sponsoring organization.

### Unallowable Costs

Costs that cannot be charged to the Program or claimed for reimbursement (FNS Instruction 796-2, Rev. 4 (Sections VII and VIII)).

### Unannounced Review

An on-site review for which no prior notification is given to the facility or Institution.

### VCA: Viability, Capability, Accountability

A term from the Federal Regulations referring to the performance standards an Institution must demonstrate in its operation of the CACFP. Viability refers to the organization's financial viability and financial management systems. Capability refers to the organization's administrative capabilities (adequate, experienced, qualified staff); it's training and self-monitoring systems. Accountability refers to the organization's internal controls and record-keeping systems.

### Verification

A review of the information reported by Institutions to the State agency regarding the eligibility of participants for free or reduced-price meals.

## WIC

The Special Supplemental Nutrition Program for Women, Infants and Children.

## Yogurt

Commercially coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements to which flavoring foods or ingredients may be added. These products are covered by the Food and Drug Administration's Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt.